

# PowerPoint 2002



# Getting Started with PowerPoint 2002

## Objectives

- ▶ Define presentation software
- ▶ Start PowerPoint 2002
- ▶ View the PowerPoint window
- ◀ [MOUS] ▶ Use the AutoContent Wizard
- ◀ [MOUS] ▶ View a presentation
- ◀ [MOUS] ▶ Save a presentation
- ▶ Get Help
- ◀ [MOUS] ▶ Print and close the file, and exit PowerPoint

Microsoft PowerPoint 2002 is a presentation program that transforms your ideas into professional, compelling presentations. With PowerPoint, you can create individual slides and display them as an electronic slide show on your computer, video projector, or even via the Internet.  Maria Abbott is the general sales manager at MediaLoft, a nationwide chain of bookstore cafés that sells books, CDs, and videos. Maria needs to familiarize herself with the basics of PowerPoint and learn how to use PowerPoint to create professional presentations.





# Defining Presentation Software

**Presentation software** is a computer program you can use to organize and present information. Whether you are giving a sales pitch or explaining your company's goals and accomplishments, presentation software can help make your presentation effective and professional. You can use PowerPoint to create presentations, as well as notes for the presenter and handouts for the audience. Table A-1 explains the items you can create using PowerPoint.  Maria wants to create a presentation that explains a new advertising campaign that MediaLoft is developing. She is not familiar with PowerPoint, so she gets right to work exploring its capabilities. Figure A-1 shows a handout she created using a word processor for a recent presentation. Figure A-2 shows how the same handout might look in PowerPoint.

## Details

Maria can easily complete the following tasks using PowerPoint:

► **Present information in a variety of ways**

With PowerPoint, you can present information using a variety of methods. For example, you can print handout pages or an outline of your presentation for your audience, or you can display your presentation as an electronic slide show on your computer, using either a projection machine or the Internet.

► **Enter and edit data easily**

Using PowerPoint, you can enter and edit data quickly and efficiently. When you need to change a part of your presentation, you can use the advanced word-processing and outlining capabilities of PowerPoint to edit your content rather than re-create it.

► **Change the appearance of information**

PowerPoint has many features that can transform the way text, graphics, and slides look. By exploring these capabilities, you will discover how easy it is to change the appearance of your presentation.

► **Organize and arrange information**

Once you start using PowerPoint, you won't have to spend much time making sure your information is correct and in the right order because, with PowerPoint you can quickly and easily rearrange and modify any piece of information in your presentation.

► **Incorporate information from other sources**

Often, when you create presentations, you use information from other sources. With PowerPoint, you can import information from spreadsheet, database, and word-processing files prepared in programs such as Microsoft Excel, Microsoft Access, Microsoft Word, and Corel WordPerfect, as well as graphics from a variety of sources.

► **Show a presentation on any computer running Windows 2000 or Windows 98**

PowerPoint has a powerful feature called the PowerPoint Viewer, which you can use to show your presentation on computers running Windows 2000 or Windows 98 that do not have PowerPoint installed. The PowerPoint Viewer displays a presentation as an on-screen slide show.

**FIGURE A-1:** Traditional handout

- Marketing 2003
  - Maria Abbott
- Marketing Summary
  - Market: past, present, and future
    - Review changes in market share
    - Leadership
    - Market Shifts
    - Costs
    - Pricing and competition
- Product Definition
  - Personal ad space in e-commerce market
- Competition
  - The competitive landscape
    - The players
    - Strengths and weaknesses
    - Product ratings

**FIGURE A-2:** PowerPoint handout

**TABLE A-1:** Ways to present information using PowerPoint

item	use
On-screen presentations	Run a slide show directly from your computer
Web presentations	Broadcast a presentation on the Web or on an intranet that others can view, complete with video and audio
Online meetings	View or work on a presentation with your colleagues in real time
Color overheads	Print PowerPoint slides directly to transparencies on your color printer
Black-and-white overheads	Print PowerPoint slides directly to transparencies on your black-and-white printer
Notes	Print notes that help you remember points about each slide when you speak to a group
Audience handouts	Print handouts with two, three, or six slides on a page
Outline pages	Print the outline of your presentation to show the main points



# Starting PowerPoint 2002

To start PowerPoint, you must first start Windows, and then click the Start button on the taskbar and point to the Programs folder, which usually contains the Microsoft PowerPoint program icon. If the Microsoft PowerPoint icon is not in the Programs folder, it might be in a different location on your computer. If you are using a computer on a network, you might need to use a different starting procedure.  Maria starts PowerPoint to familiarize herself with the program.

## Steps 123<sup>4</sup>

### 1. Make sure your computer is on and the Windows desktop is visible

If any program windows are open, close or minimize them.

### 2. Click the **Start button** on the taskbar, then point to **Programs**

The Programs menu opens, showing a list of icons and names for all your programs, as shown in Figure A-3. Your screen might look different, depending on which programs are installed on your computer.

#### Trouble?

If you have trouble finding Microsoft PowerPoint on the Programs menu, check with your instructor or technical support person.

### 3. Click **Microsoft PowerPoint** on the Programs menu

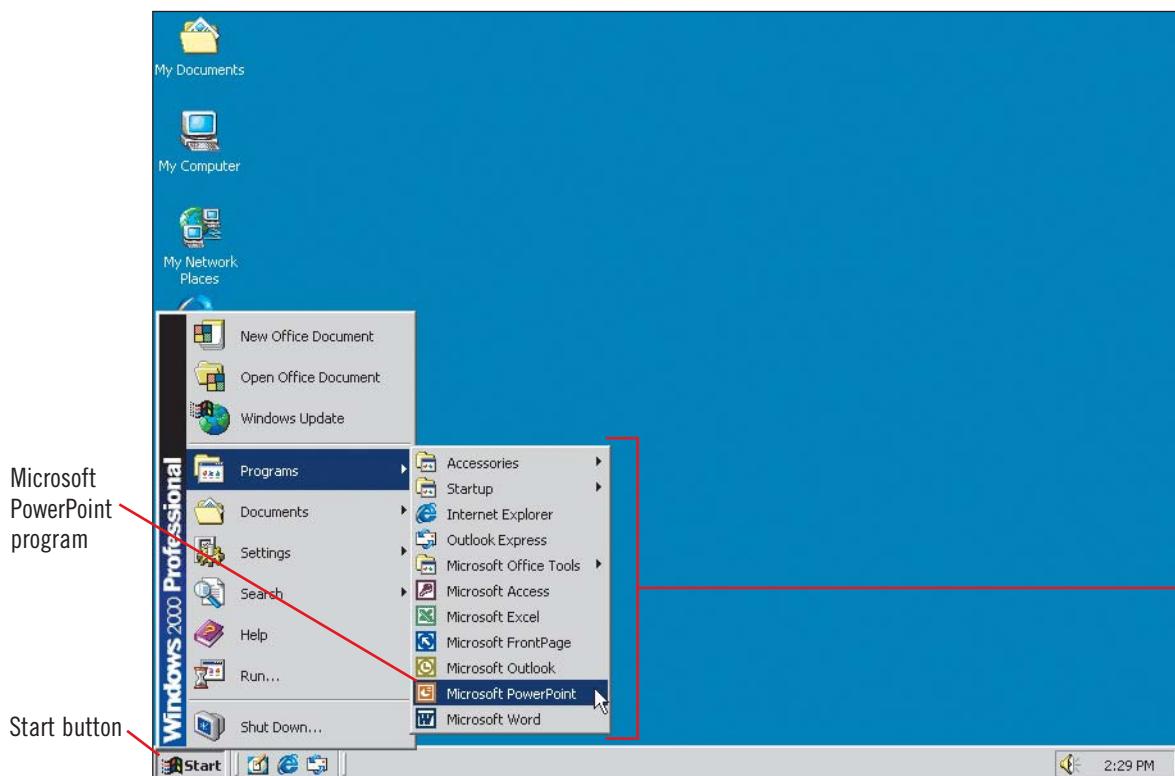
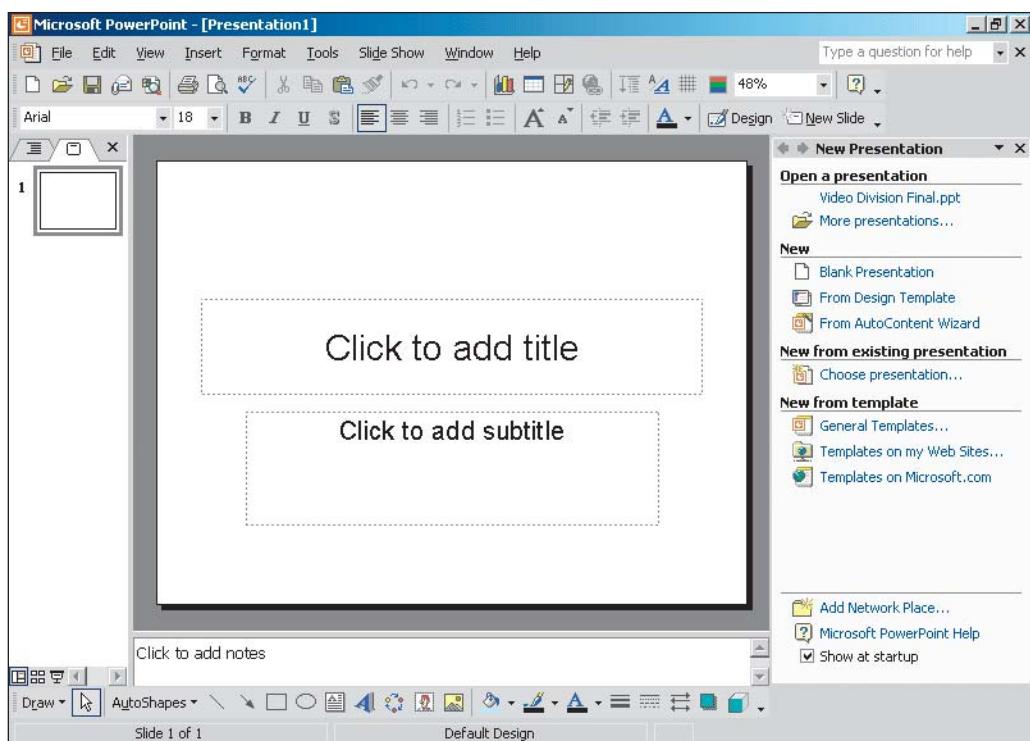
PowerPoint starts, and the PowerPoint window opens, as shown in Figure A-4.



## Creating a PowerPoint shortcut icon on the desktop

You can make it easier to start PowerPoint by placing a shortcut on the desktop. To create the shortcut, click the Start button, then point to Programs. On the Programs menu, point to Microsoft PowerPoint, then right-click Microsoft PowerPoint. In the shortcut menu that appears, point to Send To, then click Desktop (create shortcut). Windows places a shortcut icon named Microsoft PowerPoint on your desktop. In the future, you can start PowerPoint by simply

double-clicking this icon, instead of using the Start menu. You can edit or change the name of the shortcut by right-clicking the shortcut icon, clicking Rename on the shortcut menu, and then editing as you would any item name in Windows. If you are working in a computer lab, you may not be allowed to place shortcuts on the desktop. Check with your instructor or network administrator before attempting to add a shortcut.

**FIGURE A-3:** Programs menu**FIGURE A-4:** PowerPoint window

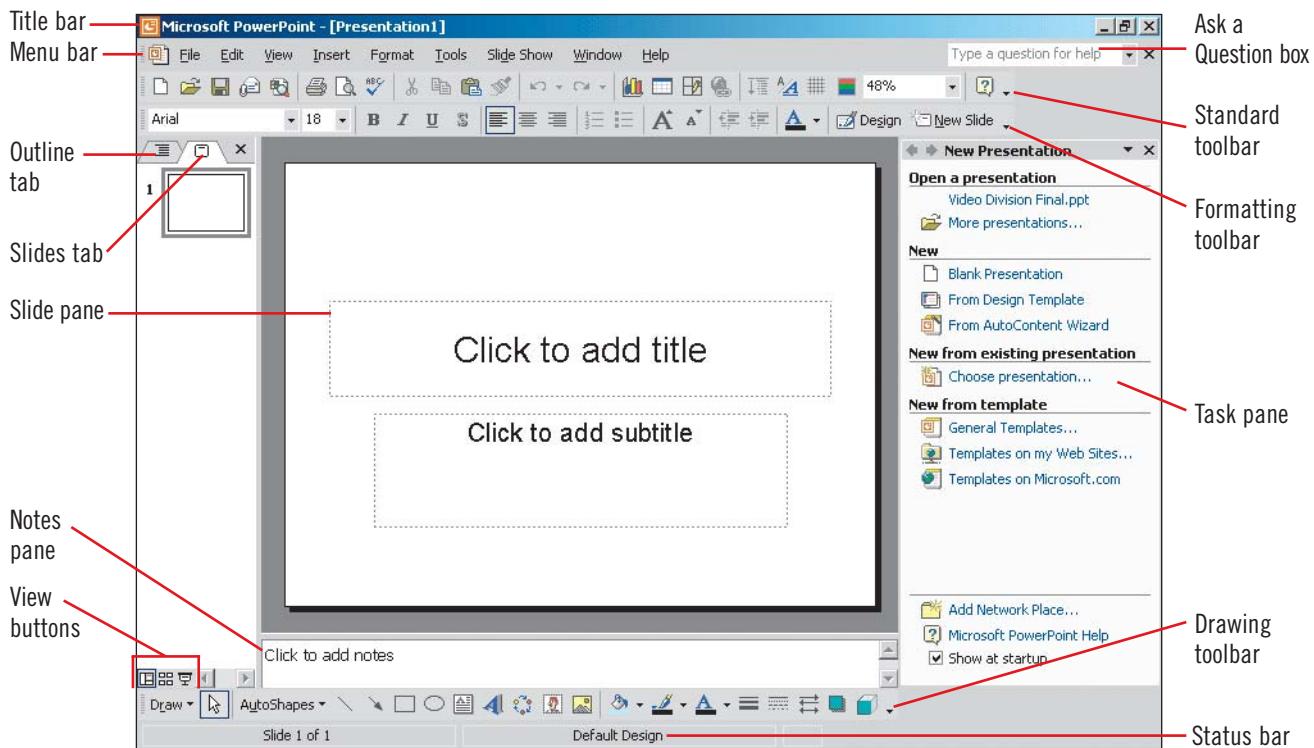


# Viewing the PowerPoint Window

When you first open PowerPoint, a blank slide appears in the PowerPoint window. PowerPoint has different **views** that allow you to see your presentation in different forms. By default, the PowerPoint window opens in **Normal view**, which is the primary view that you use to write, edit, and design your presentation. Normal view is divided into three areas called **panes**: the pane on the left containing the Outline and Slide tabs, the slide pane, and the notes pane. You move around in each pane by using its scroll bars. The PowerPoint window and the specific parts of Normal view are described below.  Maria examines the elements of the PowerPoint window. Find and compare the elements described below, using Figure A-5 as a guide.

## Details

- ▶ The **title bar** contains the program name, the title of the presentation, a program Control Menu button, resizing buttons, and the program Close button.
- ▶ The **menu bar** contains the names of the menus you use to choose PowerPoint commands, as well as the Ask a Question box and the Close Window button.
- ▶ The **Standard toolbar** contains buttons for commonly used commands, such as copying and pasting. The **Formatting toolbar** contains buttons for the most frequently used formatting commands, such as changing font type and size. The toolbars on your screen may be displayed on one line instead if two. See the Clues to Use for more information on how toolbars are displayed.
- ▶ The **Outline tab** displays your presentation text in the form of an outline, without graphics. In this tab, it is easy to move text on or among slides by dragging text to reorder the information.
- ▶ The **Slides tab** displays the slides of your presentation as small images, called **thumbnails**. You can quickly navigate through the slides in your presentation using this tab. You can also add, delete, or rearrange slides on this tab.
- ▶ The **slide pane** contains the current slide in your presentation, including all text and graphics.
- ▶ The **notes pane** is used to type notes that reference a slide's content. You can print these notes and refer to them when you make a presentation or print them as handouts and give them to your audience. The notes pane is not visible to the audience when you give a slide presentation.
- ▶ The **task pane** contains sets of hyperlinks for commonly used commands. The commands are grouped into 10 different task panes. The commands include creating new presentations, opening existing ones, searching for documents, and using the Office clipboard. You can also perform basic formatting tasks from the task pane such as changing the slide layout, slide design, color scheme, or slide template of a presentation.
- ▶ The **Drawing toolbar**, located at the bottom of the PowerPoint window, contains buttons and menus that let you create lines, shapes, and special effects.
- ▶ The **view buttons**, at the bottom of the Outline tab and Slides tab area, allow you to quickly switch between PowerPoint views.
- ▶ The **status bar**, located at the bottom of the PowerPoint window, shows messages about what you are doing and seeing in PowerPoint, including which slide you are viewing.

**FIGURE A-5:** Presentation window in Normal view

## Toolbars in PowerPoint 2002

PowerPoint 2002 offers personalized toolbars and menus, which modify themselves to your working style. When you use personalized toolbars and menus, the Standard and Formatting toolbars appear on the same row and display only the most frequently used buttons. To use a button that is not visible on a toolbar, click the Toolbar Options button  at the end of the toolbar, and then click the button that you wish to appear on the Toolbar Options list. As you work, PowerPoint adds the buttons you use to the visible toolbars and drops the buttons you haven't used in a while to the Toolbar Options list. Similarly, PowerPoint menus adjust to your work habits, so that the commands you use most often appear on shortened menus. To view additional menu commands, click the double arrows at the bottom of a menu.

The lessons in this book assume you have turned off personalized menus and toolbars and are working with all menu commands and toolbar buttons displayed. To turn off personalized toolbars and menus so that you can easily find the commands that are referenced in this book, click Tools on the menu bar, click Customize, select the Show Standard and Formatting toolbars on two rows and Always show full menus checkboxes on the Options tab, and then click Close. The Standard and Formatting toolbars will then appear on separate rows and display all the buttons, and the menus will display the complete list of menu commands. (You can also quickly display the toolbars on two rows by clicking either Toolbar Options button and then clicking Show Buttons on Two Rows.)



# Using the AutoContent Wizard

The quickest way to create a presentation is with the AutoContent Wizard. A **wizard** is a series of steps that guides you through a task (in this case, creating a presentation). Using the AutoContent Wizard, you choose a presentation type from the wizard's list of sample presentations. Then you indicate what type of output you want. Next, you type the information for the title slide and the footer. The AutoContent Wizard then creates a presentation with sample text you can use as a guide to help formulate the major points of your presentation.  Maria decides to start her presentation by opening the AutoContent Wizard.

## Steps 123<sup>4</sup>

1. In the New Presentation task pane, point to the **From AutoContent Wizard hyperlink** under New

The mouse pointer changes to . The pointer changes to this shape any time it is positioned over a hyperlink.

2. Click the **From AutoContent Wizard hyperlink**

The AutoContent Wizard dialog box opens, as shown in Figure A-6. The left section of the dialog box outlines the contents of the AutoContent Wizard, and the text in the right section explains the current wizard screen.

3. Click **Next**

The Presentation type screen appears. This screen contains category buttons and types of presentations. Each presentation type contains suggested text for a particular use. By default, the presentation types in the General category are listed.

4. Click the category **Projects**, click **Reporting Progress or Status** in the list on the right, then click **Next**

The Presentation style screen appears, asking you to choose an output type.

5. If necessary, click the **On-screen presentation option button** to select it, then click **Next**

The Presentation options screen requests information that will appear on the title slide of the presentation and in the footer at the bottom of each slide.

6. Click in the **Presentation title text box**, then type **New Ad Campaign**

7. Press **[Tab]**, then type your name in the Footer text box

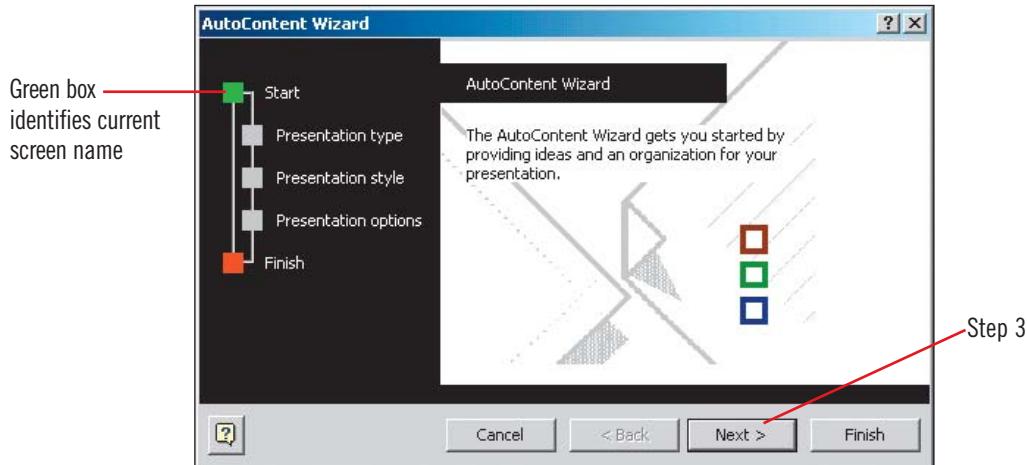
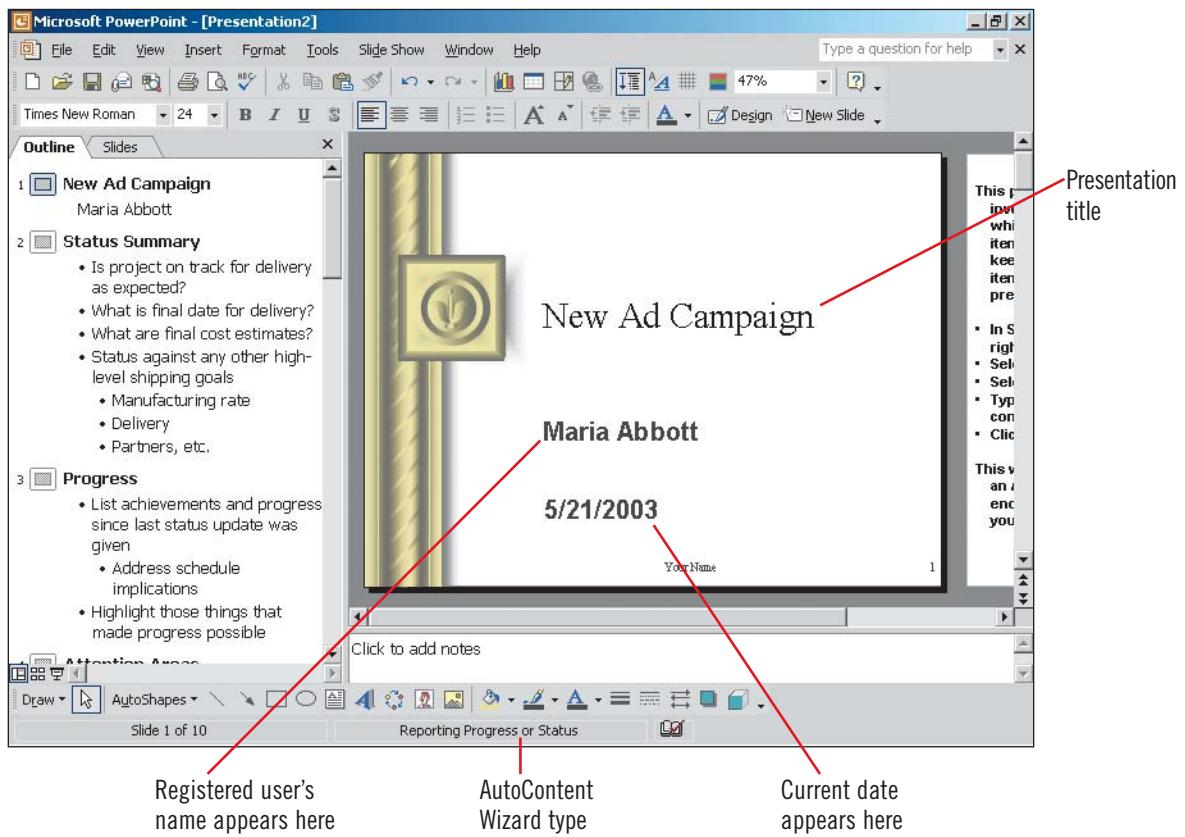
8. Make sure the **Date last updated** and **Slide number** check boxes are selected

9. Click **Next**, then click **Finish**

The AutoContent Wizard opens the presentation based on the Reporting Progress or Status presentation type you chose. Sample text for each slide is listed on the left in the Outline tab, and the title slide appears on the right side of the screen. A text box with information appears next to Slide 1. Notice that the task pane is no longer visible. The task pane can be easily opened the next time you need it. Compare your screen to Figure A-7.

### Trouble?

If the Office Assistant appears and asks if you would like help, click No.

**FIGURE A-6: AutoContent Wizard opening screen****FIGURE A-7: Presentation created with AutoContent Wizard**

## About Wizards and the PowerPoint installation

As you use PowerPoint, you may find that not all AutoContent Wizards are available to you. The wizards available depend on your PowerPoint installation. A typical installation gives you a minimal set of wizards, templates, and other features. Some may be installed so that the program requests the

Office CD "on first use"; in other words, the first time you request that feature. If you find that a feature you want is not installed, insert the Office CD as directed. If you are working on a networked computer or in a lab, see your technical support person for assistance.



# Viewing a Presentation

This lesson introduces you to the four PowerPoint views: Normal view, Slide Sorter view, Slide Show view, and Notes Page view. Each PowerPoint view shows your presentation in a different way and allows you to manipulate your presentation differently. To move easily among most of the PowerPoint views, use the view buttons located at the bottom of the pane containing the Outline and Slides tabs. Table A-3 provides a brief description of the PowerPoint views. Maria examines each PowerPoint view, starting with Normal view.

## Steps 123<sup>4</sup>

### 1. In the Outline tab, click the small slide icon next to Slide 3

The text for Slide 3 is selected in the Outline tab and Slide 3 appears in the slide pane as shown in Figure A-8. Notice that the status bar also indicates the number of the slide you are viewing.

### 2. Click the Previous Slide button at the bottom of the vertical scroll bar twice so that Slide 1 (the title slide) appears

The scroll box in the vertical scroll bar moves back up the scroll bar. The gray slide icon on the Outline tab indicates which slide is displayed in the slide pane. As you scroll through the presentation, notice the sample text on each slide created by the AutoContent Wizard.

#### QuickTip

Click the right horizontal scroll arrow in the slide pane to view all of the text to the right of the slide.

### 3. Click the Slides tab

Thumbnails of all the slides in your presentation appear on the Slide tab and the slide pane enlarges. A text box to the right of Slide 1 in the slide pane describes a tip for working with this presentation. Tips like this appear when you create some presentations using the AutoContent Wizard.

### 4. Click the Slide Sorter View button

A thumbnail of each slide in the presentation appears as shown in Figure A-9. You can examine the flow of your slides and easily move them to change their order.

### 5. Double-click the first slide in Slide Sorter view

The slide that you clicked appears in Normal view.

### 6. Click the Slide Show (from current slide) button

The first slide fills the entire screen. In this view, you can practice running through your slides as they would appear in an electronic slide show.

### 7. Click the left mouse button, press [Enter], or press [Spacebar] to advance through the slides one at a time until you see a black slide, then click once more to return to Normal view

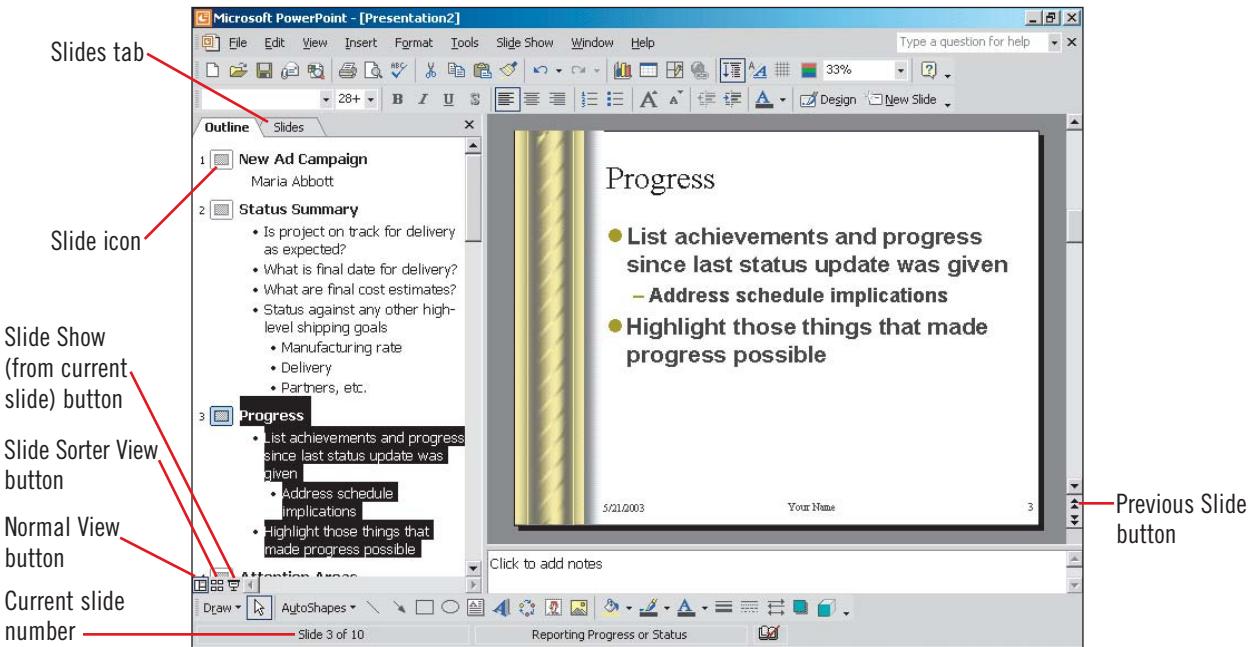
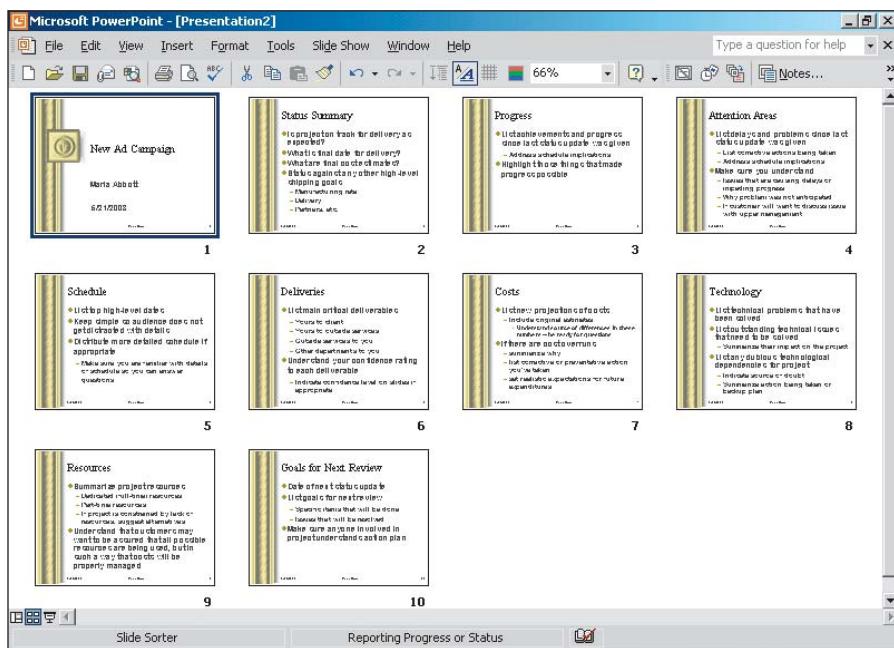
After you view the last slide in Slide Show view, a black slide, indicating that the slide show is finished, appears. When you click the black slide (or press [Spacebar] or [Enter]), you automatically return to the view you were in before you ran the slide show, in this case, Normal view.

#### Trouble?

If you don't see a menu command, click the double arrow at the bottom of the menu.

### 8. Click View on the menu bar, then click Notes Page

Notes Page view appears, showing a reduced image of the current slide above a large text box. You can enter text in this box and then print the notes page for your own use to help you remember important points about your presentation. To switch to Notes Page view, you must choose Notes Page from the View menu; there is no Notes Page View button.

**FIGURE A-8:** Normal view with the Outline tab displayed**FIGURE A-9:** Slide Sorter view**TABLE A-3:** PowerPoint views

view name	button	button name	description
Normal		Normal View	Displays the pane that contains the Outline tab and Slide tab, slide pane, and notes panes at the same time; use this view to work on your presentation's content, layout, and notes concurrently
Slide Sorter		Slide Sorter View	Displays a thumbnail of all slides in the order in which they appear in your presentation; use this view to rearrange and add special effects to your slides
Slide Show		Slide Show (from current slide)	Displays your presentation as an electronic slide show
Notes Page			Displays a reduced image of the current slide above a large text box where you can enter notes



# Saving a Presentation

To store your presentation permanently, you must save it as a file on a disk. As a general rule, you should save your work about every 10 or 15 minutes and before printing. You use either the Save command or the Save As command on the File menu to save your presentation for the first time. When you want to make a copy of an existing presentation under a different name, use the Save As command; otherwise, use the Save command to save your changes to a presentation file.  Maria saves her presentation as New Ad Campaign.

## Steps 123<sup>4</sup>

### 1. Click **File** on the menu bar, then click **Save As**

The Save As dialog box opens, similar to Figure A-10.

### 2. Click the **Save in list arrow**, then navigate to the drive and folder where your Project Files are located

A default filename, which PowerPoint takes from the presentation title you entered, appears in the File name text box. If your drive or folder contains any PowerPoint files, their filenames appear in the white area in the center of the dialog box.

### 3. If necessary, drag to select the default presentation name in the File name text box, type **New Ad Campaign**, then click **Save**

Filenames can be up to 255 characters long; you may use lower- or uppercase letters, symbols, numbers, and spaces. The Save As dialog box closes, and the new filename appears in the title bar at the top of the Presentation window. You decide you want to save the presentation in Normal view instead of in Notes Page view.

### 4. Click the **Normal View button**

The presentation view changes from Notes Page view to Normal view.

### 5. Click the **Save button**

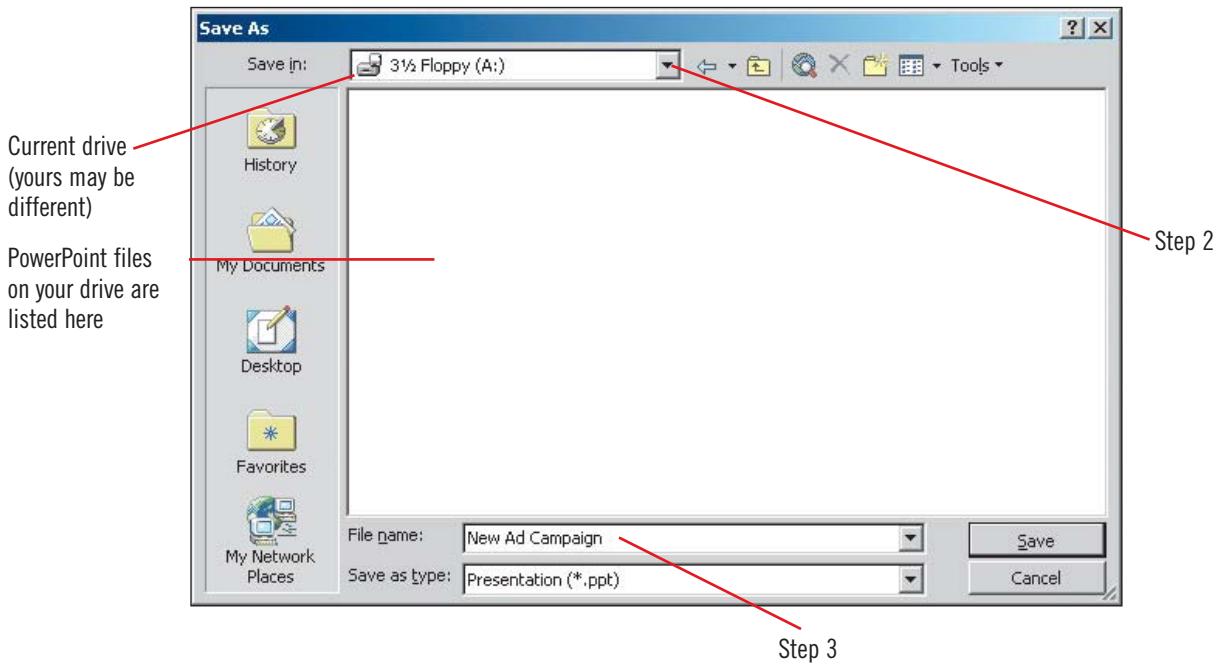
The Save command saves any changes you made to the file to the same location you specified when you used the Save As command. Save your file frequently while working with it to protect the presentation.

### Trouble?

Don't worry if you see the extension .ppt after the filename in the list of filenames, even though you didn't type it. Windows can be set up to show or hide the file extensions.

### QuickTip

To save a file quickly, you can press the shortcut key combination [Ctrl][S].

**FIGURE A-10:** Save As dialog box

### Saving fonts with your presentation

When you create a presentation, it uses the fonts that are installed on your computer. If you need to open the presentation on another computer, the fonts might look different if that computer has a different set of fonts. To preserve the look of your presentation on any computer, you can save, or embed, the fonts in your presentation. Click File on the menu bar, then click Save As. The Save As dialog box opens. Click Tools, click Save Options, then click the Embed

TrueType fonts check box in the Save Options dialog box. Click OK to close the Save Options dialog box, then click Save. Now the presentation will look the same on any computer that opens it. Using this option, however, significantly increases the size of your presentation on disk, so only use it when necessary. You can freely embed any TrueType font that comes with Windows. You can embed other TrueType fonts only if they have no license restrictions.



# Getting Help

PowerPoint has an extensive Help system that gives you immediate access to definitions, reference information, and feature explanations. Help information appears in a separate window that you can move and resize.  Maria is finished working with her presentation for now, so she decides to learn about PowerPoint's printing capabilities.

## Steps 123<sup>4</sup>

### QuickTip

Clicking the Ask a Question box list arrow displays a list of recently searched for Help topics.

1. Click in the **Ask a Question box** on the menu bar, type **printing**, then press **[Enter]**

A list appears below the Ask a Question box displaying hyperlinks to Help topics related to printing. See Figure A-11.

2. Click the **About printing hyperlink**

The Microsoft PowerPoint Help window opens and displays information in the right pane about printing in PowerPoint. See Figure A-12. The Help window on your screen might be a different size than the one shown in the figure. Three hyperlinks to subtopics, identified by small blue arrows, are listed below the Help information in the right pane. To see any of these topics, simply click the topic. The left pane of the Help window shows three tabs that you can use to continue searching for other Help topics. The Contents tab contains Help topics organized in outline form. To open a Help window about a topic, double-click it. On the Answer Wizard tab, you search for a key word in all the Help topics, similar to the Ask a Question box. The Index tab contains an alphabetical list of Help topics. Type the word you want help on in text box 1, and the list in box 2 scrolls to that word. Click Search to view related topics in text box 3, then click the topic you want to read about.

### QuickTip

If the Office Assistant is visible, you can click it to open the dialog balloon and search PowerPoint Help to display the same topics as shown in Figure A-11. To quickly open the Office Assistant dialog balloon, click the animated character, click the Microsoft PowerPoint Help button  on the Standard toolbar, or press [F1].

3. Click each of the sub topics in the right pane, then read the information in the window

You will need to scroll down to read all the information. After reading a particular Help topic, you can search for another topic using one of the tabs on the Help window.

4. Click the **Answer Wizard tab**, if necessary, select all of the text in the **What would you like to do** text box, if necessary, type **print slides**, then click **Search**

Topics related to printing slides in PowerPoint appear in the **Select topic to display** list box.

5. Click the **Print slides topic**

Read the information in the right pane on how to print slides.

6. Click the **Close button**  in the Microsoft PowerPoint Help window title bar

The Help window closes, and you return to your presentation. The rest of the figures in this text do not show the Office Assistant.

### QuickTip

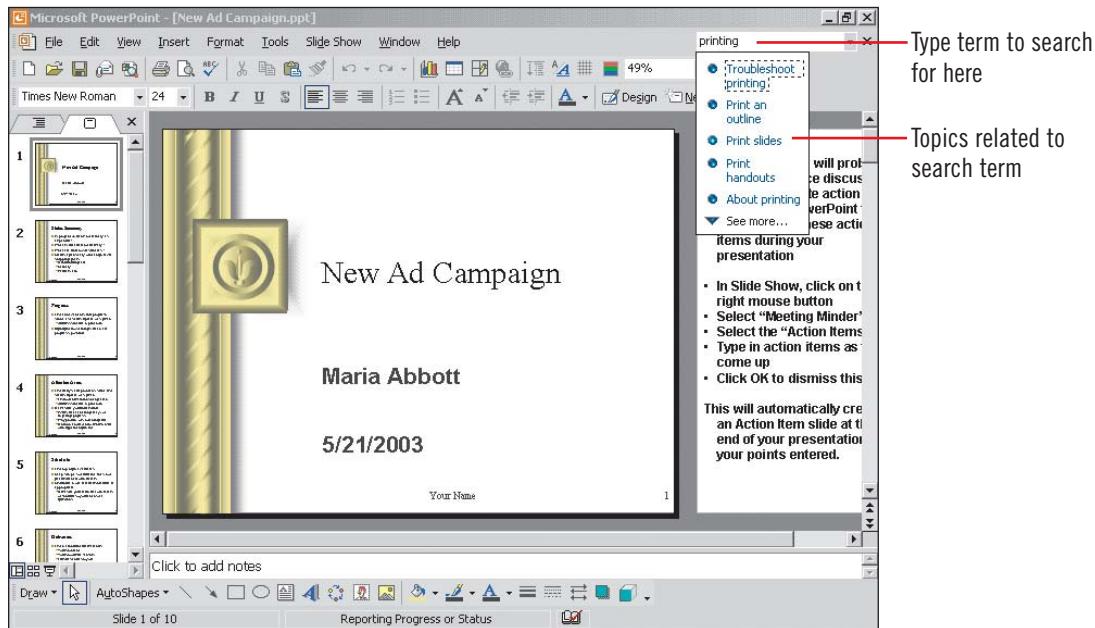
To turn off the Office Assistant completely, right-click the Assistant, click Options, deselect the Use the Office Assistant check box, then click OK.

7. If the Office Assistant is visible, click **Help** on the menu bar, then click **Hide the Office Assistant**

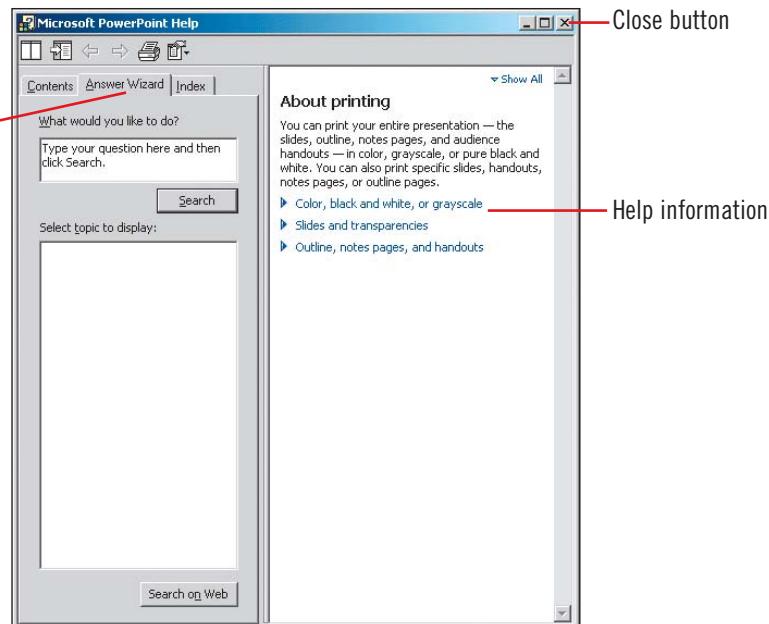
If you have hidden the Office Assistant several times, a dialog balloon may open asking if you want to turn it off permanently.

8. If a dialog balloon opens asking if you want to turn off the Office Assistant permanently, click the option you prefer in the Office Assistant dialog balloon, then click **OK**

Selecting Hide the Office Assistant only hides it temporarily; it will reappear later to give you tips.

**FIGURE A-11:** Ask a Question list for the topic “printing”**FIGURE A-12:** Help window

A different tab might be active on your screen



## Recovering lost presentation files

Sometimes while you are working on a presentation, PowerPoint may freeze, making it impossible to continue working on your presentation, or you may experience a power failure that causes your computer to shut down. If this type of interruption occurs, PowerPoint has a built-in recovery feature that allows you to open and save files that were open during the interruption. When you start PowerPoint again after an interruption, the Document Recovery task pane opens on the left side of your screen, displaying both

original and recovered versions of the PowerPoint files that were open. If you’re not sure which file to open (original or recovered), it’s usually better to open the recovered file because it will have retained the latest information. You can, however, open and review all the versions of the file that was recovered and select the best one to save. Each file listed in the Document Recovery task pane has a list arrow with options that allow you to open the file, save the file, delete the file, or show repairs made to the file.



# Printing and Closing the File, and Exiting PowerPoint

## Steps 123

### QuickTip

To quickly print the presentation with the current Print options, click the Print button on the Standard toolbar.

### 1. Click **File** on the menu bar, then click **Print**

The Print dialog box opens, similar to Figure A-13. In this dialog box, you can specify which slide format you want to print (slides, handouts, notes pages, etc.) as well as the number of pages to print and other print options. The default options, Slides and Grayscale, are already selected in the Print what area at the bottom of the dialog box.

### 2. In the Print range section in the middle of the dialog box, click the **Slides option button** to select it, type **3** to print only the third slide, then click **OK**

The third slide prints. If you have a black-and-white printer, the slide prints in shades of gray. To save paper, it's often a good idea to print in handout format, which lets you print up to nine slides per page.

### 3. Click **File** on the menu bar, then click **Print**

The Print dialog box opens again. The options you choose in the Print dialog box remain there until you close the presentation.

### 4. Click the **All option button** in the Print range section, click the **Print what list arrow**, click **Handouts**, click the **Slides per page list arrow** in the Handouts section, then click **6**, if necessary

### 5. Click the **Color/grayscale list arrow**, click **Pure Black and White**, then click **OK**

The presentation prints as audience handouts on two pages. The presentation prints without any gray tones.

### 6. Click **File** on the menu bar, then click **Print**

The Print dialog box opens again.

### 7. Click the **Print what list arrow**, click **Outline View**, then click **OK**

The presentation outline prints.

### 8. Click **File** on the menu bar, then click **Close**

If you have made changes to your presentation, a Microsoft PowerPoint alert box opens asking you if you want to save changes you have made to the New Ad Campaign file, as shown in Figure A-14.

### 9. If necessary, click **Yes** to close the alert box

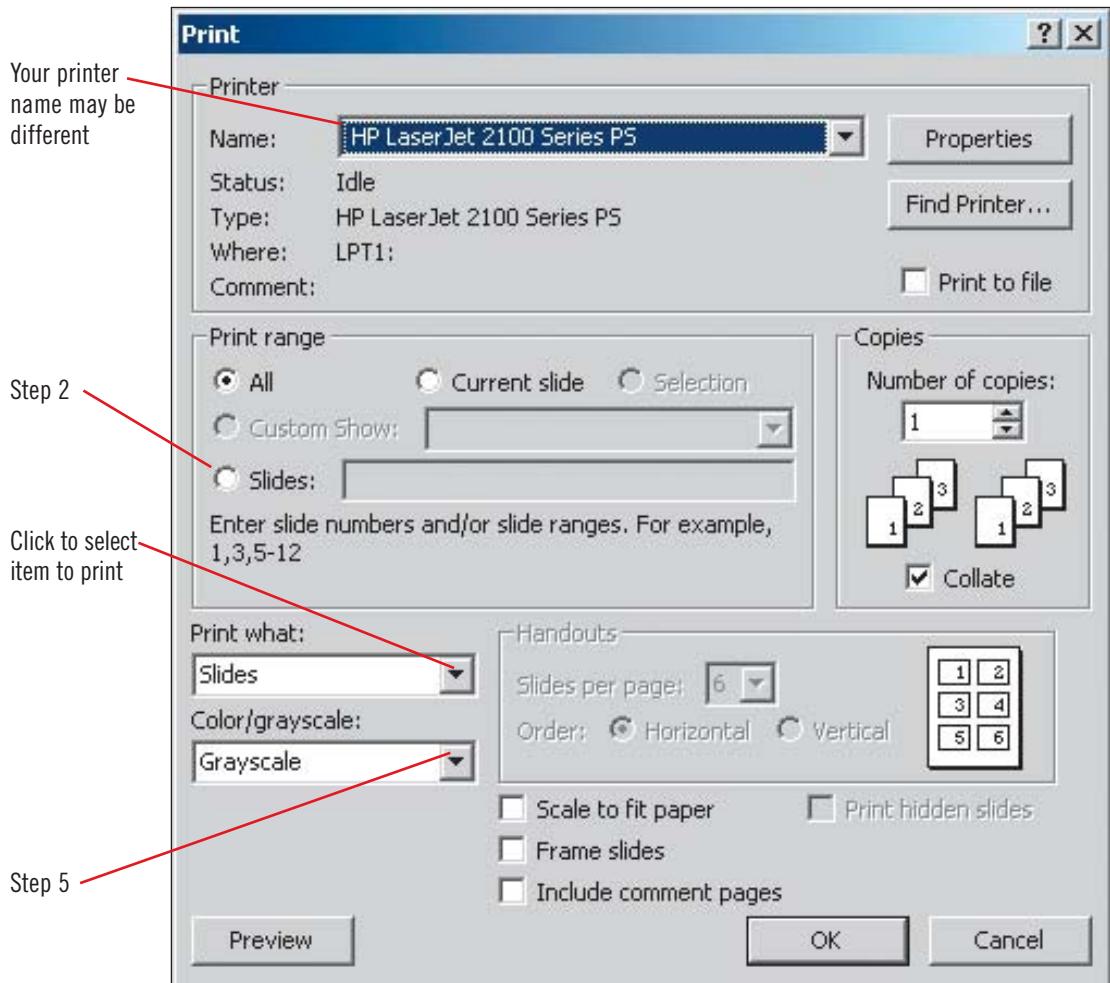
### 10. Click **File** on the menu bar, then click **Exit**

The presentation and the PowerPoint program close, and you return to the Windows desktop.

### QuickTip

Using the PowerPoint pure black-and-white printing option can save printer toner.

To print slides in a size appropriate for overhead transparencies, click File, click Page Setup, click the Slides sized for list arrow, then select Overhead.

**FIGURE A-13:** Print dialog box**FIGURE A-14:** Save changes message box

### Viewing your presentation in grayscale or black and white

Viewing your presentation in pure black and white or in grayscale (using shades of gray) is very useful when you will be printing a presentation on a black-and-white printer and you want to make sure your text is readable. To see how your color presentation looks in grayscale or black and white, click the Color/Grayscale button  on the Standard toolbar, then select either the Grayscale command or the Pure Black and White

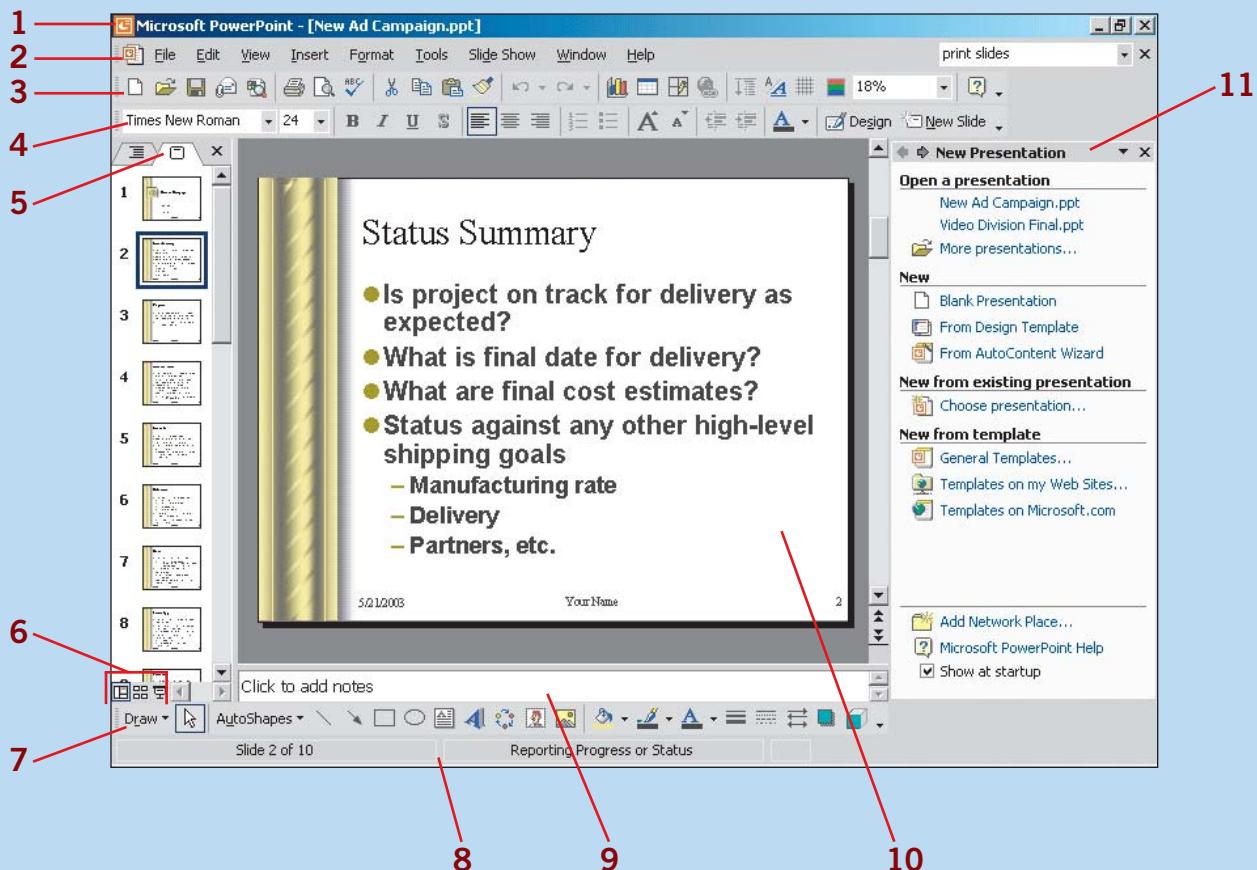
command. The Grayscale View toolbar appears. You can use the Grayscale View toolbar to select different settings to view your presentation. If you don't like the way an object looks in black and white or grayscale view, you can change its color. Right-click the object, point to Black and White Setting or Grayscale Setting (depending on which view you are in), and choose from the options on the submenu.

# Practice

## ► Concepts Review

Label the elements of the PowerPoint window shown in Figure A-15.

**FIGURE A-15**



Match each term with the statement that describes it.

12. AutoContent Wizard	a. Displays hyperlinks of common commands
13. Task pane	b. Displays the text of your presentation in an outline form
14. Slide Sorter view	c. Series of dialog boxes that guides you through creating a presentation and produces a presentation with suggestions for content
15. Normal view	d. Displays the Outline and Slide tabs, as well as the slide and notes panes
16. Outline tab	e. Shows all your slides as thumbnails

Select the best answer from the list of choices.

17. PowerPoint can help you create all of the following, *except*:

- a. Notes pages.
- b. Outline pages.
- c. An on-screen presentation.
- d. A movie.

18. The buttons you use to switch between the PowerPoint views are called:

- a. Screen buttons.
- b. PowerPoint buttons.
- c. View buttons.
- d. Toolbar buttons.

19. All of the following are PowerPoint views, *except*:

- a. Slide Sorter view.
- b. Notes Page view.
- c. Current Page view.
- d. Normal view.

20. The view that allows you to view your electronic slide show with each slide filling the entire screen is called:

- a. Presentation view.
- b. Slide Sorter view.
- c. Slide Show view.
- d. Electronic view.

21. Which wizard helps you create and outline your presentation?

- a. Presentation Wizard
- b. OrgContent Wizard
- c. AutoContent Wizard
- d. Pick a Look Wizard

22. How do you switch to Notes Page view?

- a. Press [Shift] and click in the notes pane
- b. Click the Notes Page View button
- c. Click View on the menu bar, then click Notes Page
- d. All of the above

23. How do you save changes to your presentation after you have saved it for the first time?

- a. Click Save As on the File menu, select a filename from the list, then assign it a new name
- b. Click the Save button on the Standard toolbar
- c. Click Save As on the File menu, then click Save
- d. Click Save As on the File menu, specify a new location and filename, then click Save

## ► Skills Review

### 1. Start PowerPoint and view the PowerPoint window.

- Identify as many elements of the PowerPoint window as you can without referring to the unit material.
- For any elements you cannot identify, refer to the unit.

### 2. Use the AutoContent Wizard.

- Start the AutoContent Wizard, then select a presentation category and type. (*Hint:* If you see a message saying you need to install the feature, insert your Office CD in the appropriate drive and click OK. If you are working in a networked computer lab, see your technical support person for assistance. If you are unable to load additional templates, click No as many times as necessary, then select another presentation type.)
- Select the output options of your choice.
- Enter appropriate information for the opening slide, enter your name as the footer text, and complete the wizard to show the first slide of the presentation.

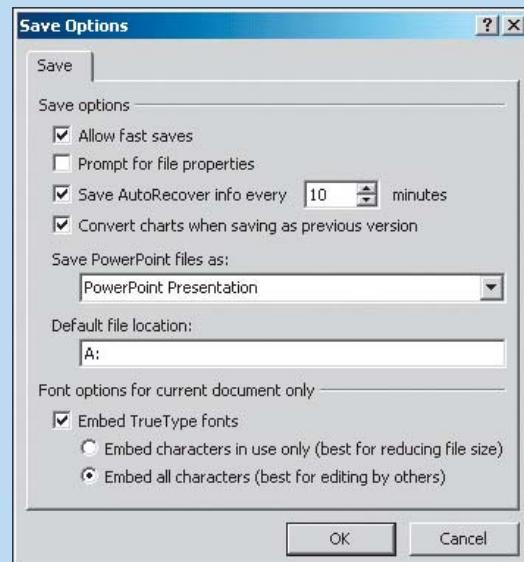
### 3. View a presentation and run a slide show.

- View each slide in the presentation to become familiar with its content.
- When you are finished, return to Slide 1.
- Click the Outline tab and review the presentation contents.
- Change to Notes Page view and see if the notes pages in the presentation contain text, then return to Normal view.
- Examine the presentation contents in Slide Sorter view.
- View all the slides of the presentation in Slide Show view, and end the slide show to return to Slide Sorter view.

### 4. Save a presentation.

- Change to Notes Page view.
- Open the Save As dialog box.
- Navigate to the drive and folder where your Project Files are located.
- Name your presentation **Practice**.
- Click Tools, then click Save Options.
- Choose the option to embed the fonts in your presentation, as shown in Figure A-16, then click OK.
- Save your file.
- Go to a different view than the one you saved your presentation in.
- Save the changed presentation.

FIGURE A-16



**5. Get Help.**

- a. Type **creating presentations** in the Ask a Question box, then press [Enter].
- b. Click the About creating presentations hyperlink.
- c. Scroll down, and read the information.
- d. Click the Index tab, then type a word you want help with in text box 1.
- e. Click a word in the list in list box 2 if it did not jump to the correct word, then click Search.
- f. Click a topic in the list in box 3 and read about it.
- g. Explore a number of topics that interest you.
- h. When you have finished exploring the Index tab, switch to the Contents tab.
- i. On the Contents tab, double-click any book icon to view the Help subjects (identified by page icons), then click the page icons to review the Help information. Explore a number of topics that interest you.
- j. When you have finished exploring the Contents tab, close the Help window and hide the Office Assistant, if necessary.

**6. Print and close the file, and exit PowerPoint.**

- a. Print slides 2 and 3 as slides in grayscale. (*Hint:* In the Slides text box, type 2-3.)
- b. Print all the slides as handouts, 9 slides per page, in pure black and white.
- c. Print the presentation outline.
- d. Close the file, saving your changes.
- e. Exit PowerPoint.

 **Independent Challenge 1**

You have just gotten a job as a marketing assistant at Events, Inc, a catering firm specializing in clambakes and barbecues for large company events. John Hudspeth, the marketing manager, has some familiarity with PowerPoint. He has printed his presentation as grayscale, but he cannot see all of his text, and he wants to know how to solve this problem.

- a. If PowerPoint is not already running, start it.
- b. Use PowerPoint Help to find the answer to John's question.
- c. Write down which Help feature you used (Ask a Question box, Index, etc.) and the steps you followed.
- d. Print the Help window that shows the information you found. (*Hint:* Click the Print button at the top of the Help window.)
- e. Exit PowerPoint.

## ► Independent Challenge 2

You are in charge of marketing for ArtWorks, Inc., a medium-size company that produces all types of art for corporations to enhance their work environment. The company has a regional sales area that includes areas throughout western Europe. The president of ArtWorks has asked you to plan and create the outline of the PowerPoint presentation he will use to convey his marketing plan to the sales department.

- a. If necessary, start PowerPoint.
- b. Start the AutoContent Wizard. (*Hint:* If the task pane is not visible, click View on the menu bar, then click Task Pane.)
- c. On the Presentation type screen, choose the Sales/Marketing category, then choose Marketing Plan from the list.
- d. Assign the presentation an appropriate title, and include your name as the footer text.
- e. Scroll through the outline that the AutoContent Wizard produces. Does it contain the type of information you thought it would?
- f. Plan and take notes on how you would change and add to the sample text created by the wizard. What information do you need to promote ArtWorks to companies?
- g. Switch views. Run through the slide show at least once.
- h. Save your presentation with the name **ArtWorks** to the drive and folder where your Project Files are located.
- i. Print your presentation as handouts (6 slides per page).
- j. Close the presentation and exit PowerPoint.

## ► Independent Challenge 3

You have recently been promoted to sales manager at Alison Industries. Part of your job is to train sales representatives to go to potential customers and give presentations describing your company's products. Your boss wants you to find an appropriate PowerPoint presentation template that you can use for your next training presentation to recommend strategies to the sales representatives for closing sales. She wants a printout so she can evaluate it.

- a. If necessary, start PowerPoint.
- b. Start the AutoContent Wizard. (*Hint:* If the task pane is not visible, click View on the menu bar, then click Task Pane.)
- c. Examine the available AutoContent Wizards and select one that you could adapt for your presentation. (*Hint:* If you see a message saying you need to install additional templates, insert your Office CD in the appropriate drive and click OK. If you are working in a networked computer lab, see your technical support person for assistance. If you are unable to load additional templates, click No as many times as necessary, then select another presentation type.)
- d. Enter an appropriate slide title and include your name as the footer text.
- e. Print the presentation as an outline, then print the first slide in pure black and white.
- f. Write a brief memo to your boss describing which wizard you think will be most helpful, referring to specific slides in the outline to support your recommendation.
- g. Save the presentation as **Sales Training** to the drive and folder where your project files are located.
- h. Close the presentation and exit PowerPoint.



## Independent Challenge 4

In this unit, you've learned about PowerPoint basics such as how to start PowerPoint, view the PowerPoint window, use the AutoContent Wizard, and run a slide show. There are many Web sites that provide information about how to use PowerPoint more effectively.

Use the Web to access information about one of the following topics:

- Information on how to use PowerPoint effectively
- Tips on how to increase your productivity using PowerPoint

a. Connect to the Internet, then go to Microsoft's Web site at [www.microsoft.com](http://www.microsoft.com). Your screen should look similar to Figure A-17.

b. Click the Office hyperlink, then locate the Using Microsoft PowerPoint page.

c. Research and gather information on using PowerPoint.

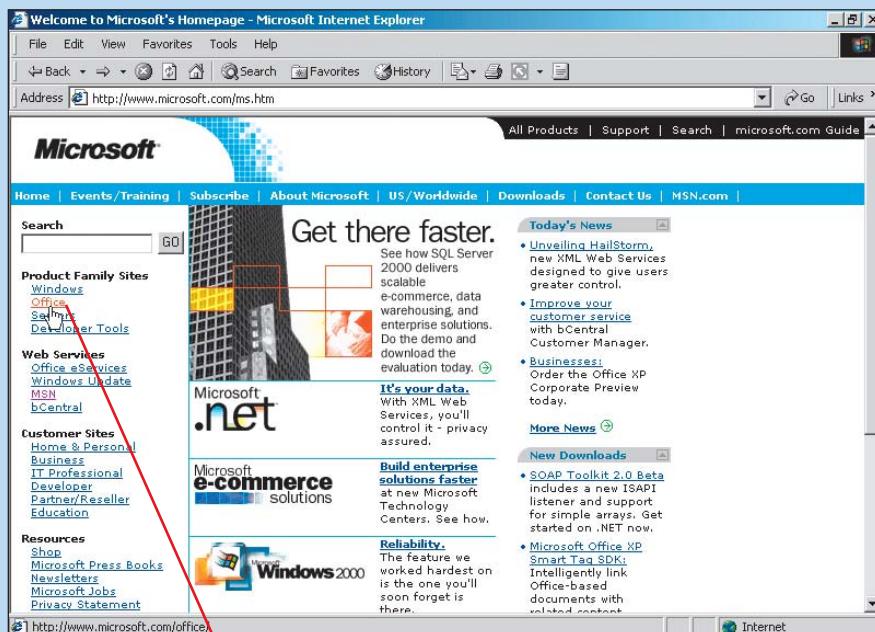
d. Start a word processing program and create and save a new blank document as **PowerPoint Productivity Tips** to the drive and folder where your Project Files are located.

e. Type your name at the top of the document.

f. Write a brief summary report of the information you compile. Your report should include at least five tips or instructions on how to use PowerPoint more effectively or how to increase your productivity using PowerPoint. For each tip or instruction, include the exact URL where you found the tip. (*Hint:* Click in the Address or Location box in your browser window to select the current URL, click Edit on the menu bar, click Copy, then use the Paste command in the word processor to paste the exact URL in your document.)

g. Save your final document, print it, then close the document and exit the word processor.

**FIGURE A-17**

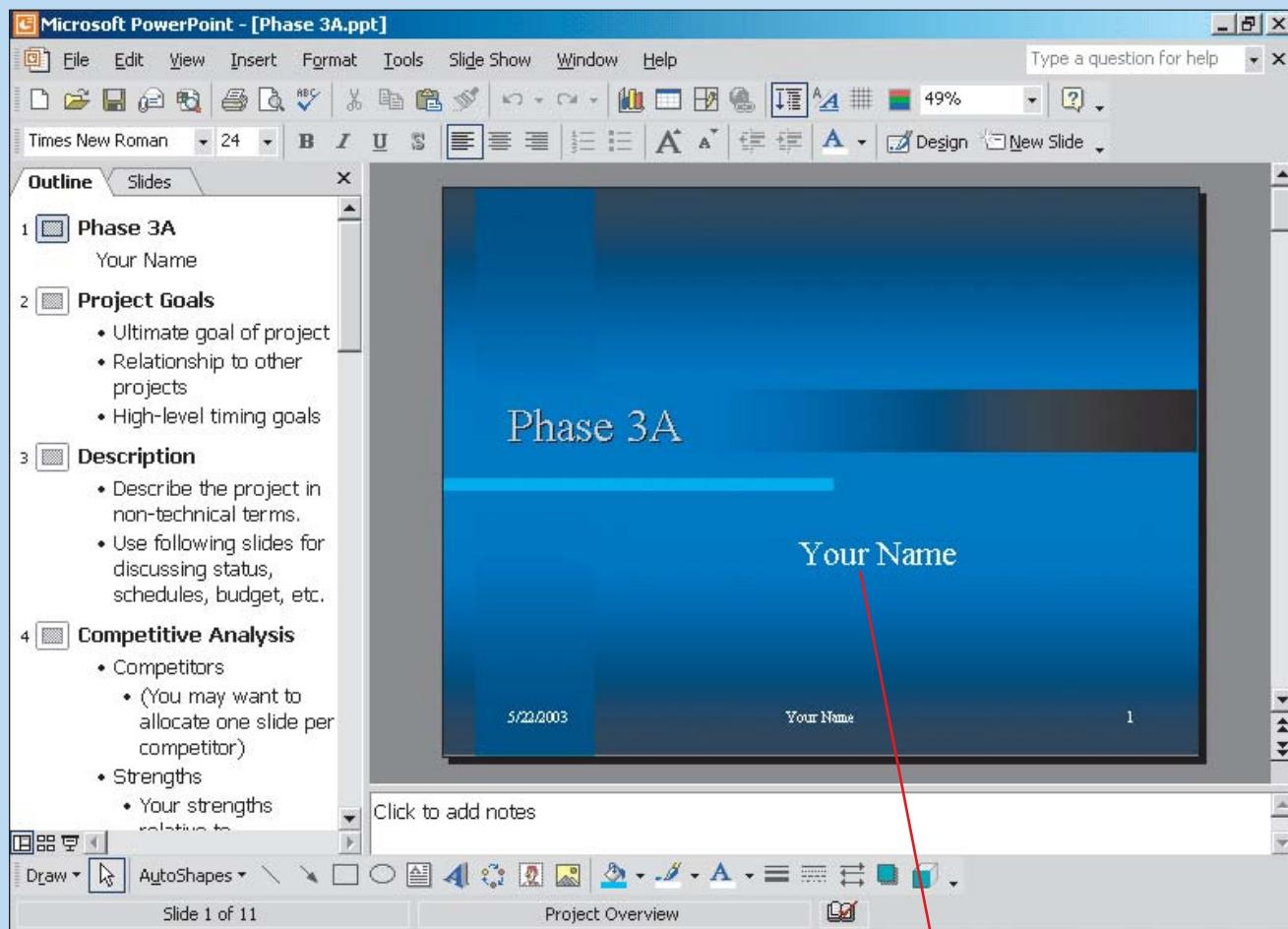


Click the Office link to locate information on PowerPoint

## ► Visual Workshop

Create the presentation shown in Figure A-18 using the Project Overview AutoContent Wizard in the Projects category. Make sure you include your name as the footer. Save the presentation as **Phase 3A** to the drive and folder where your Project Files are located. Print the slides as handouts, six slides per page, in pure black and white.

FIGURE A-18



Registered user's  
name appears here